

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 2014 IMPLEMENTATION PLAN



*Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219*

October 1, 2014

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
2014 IMPLEMENTATION PLAN
ADMINISTRATIVE OFFICE OF THE COURTS**

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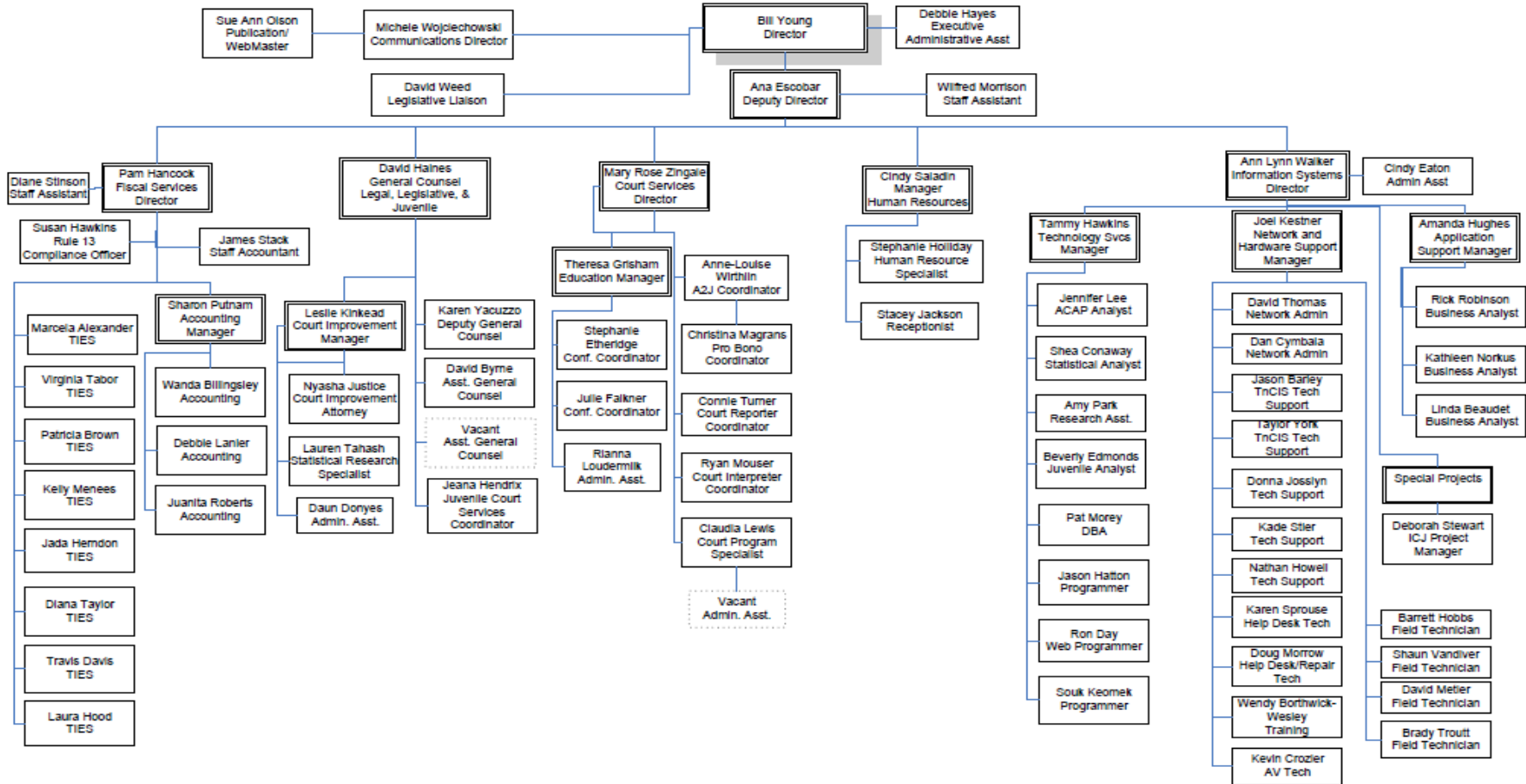
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I. Overview of the Administrative Office of the Courts

The Administrative Office of the Courts provides support services to the Tennessee Supreme Court and the entire state court system. The director, appointed by the Supreme Court, is the chief executive officer for the courts and oversees daily operations. Duties of the office include preparing the court system's annual budget; providing judicial education, computers, equipment, training and technical support for judges and other court personnel; assisting judges with case assignments; administering payroll and human resource functions for the court system; conducting orientation for new judges; administering the state court reporters system; providing assistance to judicial committees; compiling data; and disbursing funds to court-appointed attorneys representing indigents and providing support to the Child Support Magistrate Program.

General Policy Statement: It is the policy of the Administrative Office of the Courts that no person shall on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of the 1972, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity.

Administrative Office of the Courts



2. Definitions

Assurances: A written statement of agreement by one legally authorized to contractually bind an entity in which the signatory agrees on behalf of the organization to administer federally assisted programs in accordance with all applicable laws and regulations including those applicable to non-discrimination.

Beneficiaries: Those persons to whom assistance, services or benefits are ultimately provided.

Compliance: The fulfillment of the requirements of Title VI, other applicable laws, implementing regulations and instructions to the extent that no distinctions are made in the delivery of services or benefits on the basis of race, color or national origin.

Complaint: A verbal or written allegation of discrimination which indicates that any federally assisted program is operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color or national origin.

Discrimination: To make any distinction between one person or group of persons and others intentionally, by neglect, or by the effect of actions or lack of actions based on race, color or national origin.

Limited English Proficiency: The inability to speak, read, write or understand the English Language at a level that permits an individual to effectively interact with service providers.

Minority: A person or group of persons differing from others in some characteristics and often subjected to differential treatment because of race, color or national origin.

Noncompliance: Failure or refusal to comply with Title VI of the Civil Rights Act of 1964, other applicable civil rights laws, and implementing departmental regulations.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-4: Federal law prohibiting discrimination based on race, color or national origin. It covers all forms of federal aid except contracts or insurance and guaranty. It does not cover employment, except where employment practices result in discrimination against program beneficiaries or where the purpose of the federal assistance is to provide employment.

3. Federal Programs or Activities

Schedule of Federal Financial Assistance Actual 2013-2014

#	Grantor Name	Program Name	Grant Period	Other Identifying #	Notes	\$ Funding Amount
1	TN DHS Child Support Office	Family Centered Services Grant	10/1/12 - 9/30/13	RFS#3451301710	This grant is from the TN Department of Human Services as a part of a Section 1115 Grant for Child Support Services. The project will evaluate and test strategies to increase child support collections and non custodial parents' regular contact with children by providing family-centered services to never-married parents focusing on screening noncustodial parents to identify problems with such issues as parenting time, employment, transportation, substance abuse, or mental health and providing services on a low and high treatment basis. The Administrative Office of the Courts will assist with the evaluation and some services.	\$152,000.00

2	US Dept. of Health & Human Services	Court Improvement Program Basic Grant	5/9/13-9/30/14		<p>CIP was created as part of the OBRA of 1993. Grants were provided to state court systems to assess foster care laws and judicial processes, and to develop and implement a plan for improvement. ASFA of 1997, P.L. 105-89, reauthorized the CIP through 2001. The Promoting Safe and Stable Families Amendments of 2001, P.L. 107-133, reauthorized CIP through FY 2006 and expanded CIP: (1) include improvements necessary to provide for the safety, well-being, and permanence of children in foster care and (2) implement a corrective action plan, as necessary, in response to findings identified in child and family services review of the State's Child welfare system. CIP authority was transferred to new § 438 of the Social Security Act. Child and Family Services Improvement and Innovation Act P.L. 112-34 extended CIP through 2016.</p>	\$205,875.00
3	US Dept. of Health & Human Services	Court Improvement Program Training Grant	4/25/13-9/30/14		<p>Appropriated through § 438 of the Social Security Act to provide training to judges, attorneys and other stakeholders in the child welfare system to improve the outcomes of children and families.</p>	\$185,627.00
4	US Dept. of Health & Human Services	Court Improvement Program Data Grant	4/25/13-9/30/14		<p>Appropriated through § 438 of the Social Security Act for collecting, analyzing and sharing data concerning the effectiveness of courts and child welfare agencies in meeting safety, well-being and permanency needs of children and families.</p>	\$187,476.00

5	12th District Drug Court Foundation, Inc.	TEAM Recovery Project	10/1/11 to 9/30/14	TI023641	This grant award is from the Substance Abuse and Mental Health Services Agency to implement TN's Treatment, Empowerment, Assistance & Meaningful Recovery (TEAM Recovery) project. TEAM Recovery provides individualized, evidence-based, integrated treatment to adults (18+) in four rural counties (Franklin, Grundy, Marion, and Sequatchie) who have behavioral health disorders and are engaged with the criminal justice system.	\$1,173,000.00
6	Tennessee Commission on Children and Youth-Juvenile Accountability Block Grant	Juvenile Justice Training Program	7/1/13-6/30/14	31601-14007	This grant provides scholarships to existing training outside the Administrative Office of the Courts as well as the development, coordination and execution of Juvenile and Family Court Judges training on juvenile justice delinquency prevention.	\$50,000.00
7	Governor's Highway Safety Office National Highway Safety, Transportation Administration	Integrated Criminal Justice Program Integrated Criminal Justice Portal	10/1/13-9/30/14	CFDA - 20.616	This grant is used to pay for authorized law enforcement agencies and agencies for justice annual subscription fees to the Tennessee Integrated Criminal Justice Portal.	\$91,000.00

8	Office of Criminal Justice Programs National Criminal Histories Information Program	Integrated Criminal Justice Program Automated Case Judgment System (150,000.00); and Integrated Criminal Justice Portal - Phase V ACJ(50,000.00)	10/15/12-3/31/14	CFDA - 16.554 Contract # -33875	This grant is used for a multi-year automation project of the Criminal Case Judgment document. T.C.A. 40-35-209 cites required information and procedures for the uniform criminal case judgment document that will be automated to provide more uniformity and accuracy to the completion of this form. The agencies that will benefit from the automation of this form are: Tennessee Bureau of Information (TBI); Tennessee Department of Correction (TDOC); the Board of Parole; the Administrative Office of the Courts; the Court Clerks case management systems; and local law enforcements record management	\$200,000.00
9	TN Office of Criminal Justice Programs	AOC Veterans Treatment Court	6/1/13-7/30/14	AOCJAGVET	Many of Tennessee's problem-solving courts currently serve veterans and service members. However, the courts' team members have not been educated regarding veteran-specific issues and, therefore, have not incorporated the veteran-specific components that are required to serve veterans and service members. The AOC is confident that the Veterans Treatment Court Training (Vet Court Con) attendees will be provided with information and resources that will allow them to better serve veterans and service members. The AOC believes that this training is critical to Tennessee's ability to incorporate veteran-specific components into Tennessee's existing problem-solving courts	\$160,000.00

10	TN Dept. of Human Services	Title IV-D Child Support Adjudication	7/1/13-6/30/14		This grant is for the provision of services to adjudicate child support cases filed by the TN Dept. of Human Services pursuant to Title IV-D of the SSA.	\$2,614,924.00
11	TN Dept. of Human Services	Access to Visitation	10/1/13-9/30/14		<p>The TN Department of Human Service, Child Support Division, awarded this grant. This grant is for the development of or continuation of initiatives that will aid self-represented litigants in accessing the TN court system regarding child support issues.</p> <p>The initiatives address the needs of divorced or never married parents and focus on services to help them resolve any or all issues concerning parenting and visitation in child support cases or cases involving child support issues.</p>	\$355,328.00
						\$5,375,230.00
						TOTAL FFA

**Schedule of Federal Financial
Assistance
Projected Grants 2014-2015**

#	Grantor Name	Program Name	Grant Period	Other Identifying #	Notes	\$ Funding Amount
1	Tennessee Commission on Children and Youth- Juvenile Accountability Block Grant	Juvenile Justice Training Program	7/1/14-9/30/15	31601-15001	This grant provides scholarships to existing training outside the Administrative Office of the Courts as well as the development, coordination and execution of Juvenile and Family Court Judges training on juvenile justice delinquency prevention.	\$62,500.00
2	US Dept. of Health & Human Services	Court Improvement Program Basic Grant	3/10/14-9/30/15		CIP was created as part of the OBRA of 1993. Grants were provided to state court systems to assess foster care laws and judicial processes, and to develop and implement a plan for improvement. ASFA of 1997, P.L. 105-89, reauthorized the CIP through 2001. The Promoting Safe and Stable Families Amendments of 2001, P.L. 107-133, reauthorized CIP through FY 2006 and expanded CIP: (1) include improvements necessary to provide for the safety, well-being, and permanence of children in foster care and (2) implement a corrective action plan, as necessary, in response to findings identified in child and family services review of the State's child welfare system. CIP authority was transferred to new § 438 of the Social Security Act. Child and Family Services Improvement and Innovation Act P.L. 112-34 extended CIP through 2016.	\$202,831.00

3	US Dept. of Health & Human Services	Court Improvement Program Training Grant	3/10/14-9/30/15		Appropriated through § 438 of the Social Security Act to provide training to judges, attorneys and other stakeholders in the child welfare system to improve the outcomes of children and families.	\$181,991.00
4	US Dept. of Health & Human Services	Court Improvement Program Data Grant	3/10/14-9/30/15		Appropriated through § 438 of the Social Security Act for collecting, analyzing and sharing data concerning the effectiveness of courts and child welfare agencies in meeting safety, well-being and permanency needs of children and families.	\$181,991.00
5	TN Dept. of Human Services	Title IV-D Child Support Adjudication	7/1/14-6/30/15		This grant is for the provision of services to adjudicate child support cases filed by the TN Dept. of Human Services pursuant to Title IV-D of the SSA.	\$2,621,693
						\$ 3,251,006.00
						TOTAL FFA

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No.A-21, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal Funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguard to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposed for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470). Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environment Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will Provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.


Signature

Date



State of Tennessee
Tennessee Commission on Children and Youth
JABG State-Allocated Grants
Certified Assurances

- ♦ Applicant agrees that no person, including prevention policy board members, project staff, and participants, on the basis of race, color, national origin, age, or handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the program receiving federal JABG State-Allocated funding.
- ♦ Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.
- ♦ Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).
- ♦ Applicant agrees to maintain the confidentiality of all records of youth involved with the project and to keep such records in a secured location with limited access.
- ♦ Applicant agrees that project staff will interact with the Tennessee Commission on Children and Youth (TCCY) Regional Coordinators, including participation with the Regional Council.
- ♦ Applicant agrees to make a presentation to the TCCY relative to the progress and activities of the project, if requested.
- ♦ Applicant agrees that federal JABG State-Allocated funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.
- ♦ Applicant assures that a State Advisory Board (SAB) has been convened prior to submission of this application, has developed and approved the application, and will be the decision-making body for the implementation of this project; and that a complete list of SAB members has been completed using the form provided in this application.
- ♦ Applicant agrees that: "No person shall on the grounds of race, color, national origin, sex, age, religion, disability, or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the TCCY. It is the intent of TCCY to bind all agencies, organizations, or governmental units operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964."


Signature of Authorized Official

4/10/14
Date

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal Funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguard to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposed for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470). Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environment Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will Provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

4. Organization of the Civil Rights Office/Civil Rights Coordinator

The Title VI Coordinator for the Administrative Office of the Courts is Cynthia H. Saladin, Human Resources Manager.

Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219
Phone: (615) 741-2687

The Title VI Coordinator monitors compliance with Title VI using the guidelines set forth by the Administrative Office of the Courts. The Coordinator develops the annual Title VI implementation plan, compiles reports describing Title VI compliance and related activities, and addresses complaints under the procedures outlined in this plan. The Coordinator provides forms for pre-award assurances and data collection and post-award compliance monitoring and reporting. The Coordinator develops and administers Title VI training for agency staff, subrecipients and contractors. The ultimate responsibility for complying with Title VI is vested with the Administrative Director of the Courts who is accountable for overall administration of the programs and contracts of the Administrative Office of the Courts. Programs managers (grant managers) are responsible to monitor the compliance of each grant awarded in their program area. Program Managers work with the Title VI Coordinator to assure overall compliance and reporting functions are completed in a timely manner.

5. Data Collection and Analysis

Each grant manager at the AOC collects data through the voluntary completion by beneficiaries of registration forms, evaluation forms, or other forms associated with the program. Grant managers collect data by grant or for the larger grants by program within a grant.

Beneficiaries are statewide. Census data is not applicable.

Racial and Ethnic Data for Beneficiaries

FEDERALLY ASSISTED PROGRAM OR SERVICE	Hispanic	White	Black	Asian	Native American	Pacific Islander	Other	Unknown	TOTAL
Family Services Grant	1	10	27	0	0	0	1	0	39
Court Improvement Program	78	1114	976	7	4	0	29	0	2208
Juvenile Court Training Project	0	51	18	0	0	0	0	0	69
Access to Visitation Grant	130	1258	1180	14	14	2	50	0	2648
Integrated Criminal Justice Portal	602	26871	6016	145	75	12	158	0	33879
Veteran Mentor Boot Camp	1	27	10	1	2	0	1	0	42
Veteran's Treatment Court Conference	0	35	1	0	0	0	0	0	36
TOTALS	812	29366	8228	167	95	14	239	0	38921
AGENCY STAFF*	Hispanic	White	Black	Asian	Native American	Pacific Islander	Other	Unknown	TOTAL
Administrative Office of the Courts	2	59	8	5	0	0	1	0	75
Child Support	0	24	0	0	0	0	0	0	24
TOTALS	2	83	8	5	0	0	1	0	99
Staff Percentages by Race	2.03	83.83	8.06	5.06	0	0	1.02	0	100

*All staff is executive service. The District Presiding Trial Court Judge appoints Child Support Magistrates.

6. Discriminatory Practices

The Administrative Office of the Courts prohibits the following practices committed on the basis of race, color or national origin:

1. Denying any individual service, aid or other benefit provided under the program;

Example: denying a non-English speaking defendant in an order of protection hearing the use of a certified court interpreter for the actual hearing and discussions with the defendant's attorney.

2. Providing any service, aid, or other benefit to an individual which is different, or is provided in a different manner, from that provided to others under the program;
3. Treating an individual differently from others in determining whether he or she satisfies any requirement or condition which individuals must meet in order to be provided any service, aid or other benefit under the program;

Example: Denying a trainee for a Juvenile Justice Training Program reimbursement of travel expenses that the trainee applied for because the program manager knows that the person is from Peru and other trainees applying for reimbursement of travel expenses are all native Tennesseans.

4. Subjecting an individual to discrimination in employment practices under such program; or

Example: Selecting only white male applicants to participate in interviews for a court improvement program coordinator.

5. Addressing an individual in a manner that denotes inferiority.

7. Limited English Proficiency (LEP)

Tennessee Court System LEP Policy and Procedure and Language Access Plan:

In an effort to provide all individuals with equal access to the judicial system, the Administrative Office of the Courts created the Court Interpreter Credentialing Program pursuant to Supreme Court Rule 42. This program tests each interpreter's ability to understand English terminology and accurately interpret it into the languages spoken by persons with limited English proficiency. Upon completing the required examinations, workshops, and criminal background checks, the interpreters are added to a roster that is distributed periodically to the courts and updated frequently on the office's website. The Court Interpreter Credentialing Program is a member of the Consortium for Language Access in the Courts. The Administrative Office of the Courts utilizes the Consortium's Written Examination and Oral Examination as well as Language Testing International's Oral Proficiency Interview (OPI) and ALTA Languages Services, Inc. for language proficiency in the target language and English. Additionally, the Administrative Office of the Courts sought and obtained funding from the General Assembly, effective July 1, 2012, for interpreter services for criminal and civil court hearings whether or not the parties are indigent.

For fiscal year July 1, 2013 – June 30, 2014, the written examination was offered in July 2013, October 2013, January 2014 and April 2014. The OPI (oral proficiency interview) is offered twice per month in Jackson, Knoxville, Chattanooga, and Nashville. The Court Interpreter Credentialing Program administered the Spanish oral interpreting examination for interpreters possessing "registered" status in November 2013 and February 2014. Oral interpreting examinations for languages other than Spanish were offered in April 2014.

The Language Access Plan for the court system can be found on the AOC website at: http://www.tncourts.gov/sites/default/files/docs/final_tennessee_statewide_lep_plan_10-30-12.pdf

Administrative Office of the Courts LEP Policy and Procedure and Language Access Plan:

The AOC has separate language access procedures for LEP callers/visitors to the office. A copy of the AOC LEP Procedures follows:

Administrative Office of the Courts

Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

BILL YOUNG
Director

ANA L. ESCOBAR
Deputy Director

MEMORANDUM

TO: All AOC

FROM: Cindy Saladin
Title VI Coordinator

DATE: March 28, 2014

RE: UPDATED Non-English Speaking Visitors or Phone Calls

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To assure that we are able to effectively communicate with the public, please review and become familiar with the following internal AOC procedures.

If a Non-English speaking person (LEP individual) comes to the office and you do not know what language they speak, use the "I Speak" pages (attached), and ask them to point to the language they speak. The "I Speak" pages are posted in the receptionist area.

. The following employees are bi-lingual and agreed to interpret if needed:

Ana Escobar – Spanish
Linda Beaudet – Spanish
Souk Keomek – Laotian, Thai

Immediately contact one of the following employee volunteers, (based on the LEP language need), and ask them for assistance interpreting for the LEP individual

If the LEP individual speaks a language other than those identified above, or if one of the volunteer interpreters is not available, contact Ryan Mouser or Sue Ann Olson. They will contact the Language Line and to connect with an interpreter and stay on the line assist in meeting the visitor/caller need. Should the caller/visitor need assistance that they are unable to provide, they will contact the appropriate staff member and add to the conversation.

Should neither of them be available to assist, any employee can contact the Language Line by

1. Choose the "conference call" mode on the telephone
2. Dial 9-1-866-874-3972
3. Follow instructions to input language as advised
4. Input the client ID Number: 518185 when asked
5. Wait for the interpreter to answer and push "yes" on your phone panel to connect the interpreter and the caller.

Tips for optimizing the experience for all parties involved in the conversation –

- **UNKNOWN LANGUAGE** – If you do not know which language to request, the language line representative will help you.
- **LINE QUALITY PROBLEMS** – Explain the problem and ask the representative to stay on the line to check for sound quality.
- **WORKING WITH AN INTERPRETER** – Give the Interpreter specific questions to relay. Group your thoughts or questions to help the conversation flow quickly.
- **LENGTH OF CALL** – Expect interpreted comments to run a bit longer than English phrases. Interpreters convey meaning-for-meaning, not word-for-word. Concepts familiar to English speakers often require explanation or elaboration in other languages or cultures.
- **INTERPRETER IDENTIFICATION** – Our Interpreters identify themselves by first name and number only for reasons of confidentiality, they do not divulge either their full names or phone number.
- **DEMONSTRATION LINE** - To hear a recorded demonstration of over-the-phone interpretation call the Language Line demonstration line at 1-800-996-8808 or visit their website at www.LanguageLine.com.

If you have questions regarding the procedures, please speak with Cindy Saladin or Mary Rose Zingale.

Tennessee Court System

The AOC, as noted above, credentials interpreters for the Tennessee court system. Contact information for credentialed court interpreters credentialed pursuant to Supreme Court Rule 42 for assistance with court hearings, can be found on the AOC website at: <http://www.tncourts.gov/programs/court-interpreters/find-court-interpreter>. As of September 3, 2014, the following languages had the following number of credentialed interpreters:

CERTIFIED INTERPRETERS	QUANTITY
Spanish	52
Arabic	1
Japanese	1
Mandarin Chinese	1

REGISTERED INTERPRETERS	QUANTITY
Spanish	38
Arabic	3
French	1
German	1

When interpreters are requested for languages for which there are no Tennessee court credentialed interpreters, the Administrative Office of the Courts reviews the interpreter database it has of those that are not registered or certified and also checks the databases of the Tennessee Foreign Language Institute. If an interpreter cannot be found, the Administrative Office of the Courts then contacts the members of the Council of Language Access Coordinators to see if they have an interpreter. If not, then the AT&T Language Line is consulted.

Languages Assisted

The AOC recently instituted a totally online invoicing system court interpreters must use to process their invoices for payment. All interpretation for the courts would have most likely been in person (some interpreters may have called in for the hearings) Data collected from this invoicing program shows that interpreters have provided interpretation for the following languages for which the AOC has been billed for fiscal year 2013-14:

Language	Number of claims
ALBANIAN	2
AMHARIC	20
ARABIC	295
BOSNIAN	2
BURMESE	16
CHINESE	53
FARSI	49
FRENCH	21
GERMAN	1
GUJARATI	1
HAITIAN CREOLE	10
HINDI	6
JAPANESE	1
KOREAN	30
KURDISH	14
LAO	26
MANDARIN CHINESE	4
NEPALI	38
OSSETIAN	1
OTHER	35
PANJABI	1
PERSIAN	7
ROMANIAN	1
RUSSIAN	25
RWANDAN	6
SAMOAN	1
SARDINIAN	1
SLOVENIAN	1
SOMALI	43
SPANISH	15289

SWAHILI	31
THAI	1
TURKISH	1
VIETNAMESE	106
ZOMI	13
Total number of claims	16152

LEP Phone Calls to Administrative Office of the Courts

Spanish	3
Laotian	2
Total:	5

As noted above, there were approximately five instances where the AOC offices needed interpreter assistance. All instances were telephonic contacts and in approximately three instances the need was for the Spanish language and in approximately two instances, the need was in the Laotian language.

List of Translated Documents

The AOC does not have specific AOC departmental documents that have been translated and available to the public. However, the AOC has had translated many court documents that can be found on the AOC website. These documents include:

Parenting Plan forms - in English, Spanish, Korean and Vietnamese found at: <http://www.tncourts.gov/programs/parenting-plan/forms>

Orders of Protection forms – in English, Spanish, Korean, Vietnamese, Russian, Somali, and Arabic found at: <https://www.tncourts.gov/node/305439>

Divorce without children forms – in English and Spanish found at: <https://www.tncourts.gov/help-center/court-approved-divorce-forms>

In addition, the Justice for all AOC website can be translated into different languages at the click of a button: <http://justiceforalltn.com/>

We are also looking to have forms translated into Chinese, as we have a law school graduate willing to assist with these needs.

LEP Challenges and Goals

To achieve the goal of providing meaningful access to the courts, the Administrative Office of the Courts continually revises bench cards for the judges and has provided these to all newly elected/appointed judges at the Judicial Academy held in October 2013. The Administrative Office of the Courts has also revised information cards for clerks and attorneys and distributed them. In addition, the Administrative Office of the Courts consistently provides interpreter training for judges and clerks as needed. The AOC has made many presentations on interpreter issues during the past fiscal year for the Trial Judges Conference. In addition, each year, at the general session's judge's conference, the clerks' conferences, and the trial judge's conferences, the benchcards and information cards are provided.

In addition to providing the courts with qualified interpreters, the Administrative Office of the Courts has provided each judicial district with at least one set of simultaneous interpreting equipment. The equipment improves the court participant's ability to hear and understand the interpreter and provides the interpreter with the flexibility to move around the courtroom when necessary. This equipment is updated and replaced as needed.

The Administrative Office of the Courts continues making an effort to increase the number of languages, other than Spanish (LOS) interpreters, by collaborating with various community organizations including many diverse immigrant associations, Catholic charities, Tennessee Foreign Language Institute, university foreign language departments, and the Tennessee Association of Professional Interpreters and Translators (TAPIT).

The AOC also has a presence on the national scene on these issues as the Court Services Director of the AOC had served as the Council of Language Access Coordinators liaison to the Conference of State Court Administrators' Language Access Advisory Committee and is involved in the program development for the annual conference of this Council.

8. Complaint Procedures

Title VI Complaints:

Two complaints were received and both were administratively closed. There are no pending lawsuits against the department alleging discrimination on the basis of race, color or national origin under any federally funded program or activity.

Complaint Procedures:

Any person alleging discrimination based on race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint may be filed with (1) the Title VI Coordinator of the Administrative Office of the Courts, (2) the appropriate federal agency (3) the recipient agency (4) the TN Human Rights Commission. It is not necessary to know the identity of the complainant, as long as the information is sufficient to determine the identities of the recipient and indicates the possibility of a violation.

Complaints should be handled within 90 days of their receipt. A letter should be sent to the complainant acknowledging receipt of the complaint. The complainant is contacted by phone to gather additional information regarding the complaint as a preliminary inquiry.

If the information resulting from the preliminary inquiry does not contain a sufficient basis to proceed with an investigation, the Title VI Coordinator will send correspondence to the complainant explaining the steps taken and the outcome of the preliminary inquiry. The complaint file is closed.

If the preliminary inquiry contains a sufficient basis for the complaint, then an investigation shall be initiated. An investigator or investigative team will be assembled and an investigation launched. Unless, based on the nature of the complaint, it is inappropriate the Title VI Coordinator will serve as the chief investigator of Title VI complaints. In situations where a specific court is the subject of the investigation, a staff attorney in the surrounding area may conduct the investigation. Following the investigation, a report of findings will be prepared. If appropriate, the report will contain a conclusion and recommendation. The AOC General Counsel will review the report of findings and recommendation and make a determination for the disposition of the complaint. Requested information will be compiled and submitted to the THRC Title VI Office for review.

Upon receipt of guidance from the THRC Title VI a letter will be sent to the complainant describing the outcome of the investigation.

The AOC will comply with the complaint reporting requirements of the TN Human rights Commission. Complaint files are kept for ten years and maybe reviewed by appropriate state and federal officials upon request to the AOC.

AOC Title VI Complaint Log

<u>Date Received</u>	<u>Complainant</u>	<u>Log #</u>
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May 1, 2014	Donna F. Smith Thompson	2014.1
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Allegations of race discrimination against Crockett Court Circuit Court Clerk Kim Kail and Deputy Clerk Lynn Ward based on filing with Court of Appeals in 2011

May 1, 2014	Donna F. Smith Thompson	2014.2
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Allegations of race discrimination against Crockett Court Circuit Court Clerk Kim Kail based on filing with Court of Appeals in 2011

Action Taken on Complaints 2014.1 and 2014.2:

Received from Department of Treasury: May 2, 2014 @ 5:14 PM CDT by email. Email opened May 5, 2014 @ 11:34 AM CDT

Spoke with Matthew Stephenson, Title VI Compliance Director, THRC on May 13, 2014. These complaints were received by THRC also.

As the alleged discriminatory conduct occurred in 2011 the THRC sent a non-jurisdictional letter to the complainant.

The AOC does not provide Federal dollars to Crockett County Circuit Court Clerk's Office

The File was closed on May 13, 2014 without any action as per conversation between Cindy Saladin, Title VI Coordinator for the AOC and Matthew Stephenson.

Civil Rights Complaint Form:



Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

BILL YOUNG
Director

ANA L. ESCOBAR
Deputy Director

COMPLAINT UNDER CIVIL RIGHTS ACT OF 1964

TO: ADMINISTRATIVE OFFICE OF THE COURTS

I, _____, hereby file an official complaint against
_____ located at _____.

Complainant's Name: _____

Complainant's Address: _____

Phone Number: _____

Basis of Complaint: _____

Describe the nature of the Complaint (includes as many details as possible):

Date(s) of Alleged Discrimination: _____

Signature of Complainant: _____

NOTE: Attach additional pages as needed. Also attach any additional information that is relevant to his complaint.

9. Compliance Reviews

A. Subrecipients, Contractors, Vendors

The Administrative Office of the Courts, its contractors or subrecipients, shall make available any compliance report for review by the TN Human Rights Commission upon request.

Contractor Detail

Contractor	Program Name	Description	Funding Source	Contract Period	Amount	Subrecipient or Vendor	Minority Yes/No	Competitive/ Non Competitive	Assurance Yes/No
1st District Court Clinic	Parent Education Mediation Fund	Court Clinic	State	7/1/2013-6/30/2014	\$12,500.00	Contractor	Unknown	Competitive	No
Community Mediation Center	Parent Education Mediation Fund	Mediation	State	7/1/2013-6/30/2014	\$10,000.00	Contractor	No	Competitive	No
Community Health of East TN	Parent Education Mediation Fund	Mediation	State	7/1/2013-6/30/2014	\$10,000.00	Contractor	Unknown	Competitive	No
Coparenting Solutions	Parent Education Mediation Fund	Legal Clinic	State	7/1/2013-6/30/2014	\$19,280.00	Contractor	Yes	Competitive	Yes
Meigs County Coordinator	Parent Education Mediation Fund	Parenting Plan Coordinator	State	7/1/2013-6/30/2014	\$4,500.00	Contractor	Unknown	Competitive	No
Southeast TN Legal Services-10th JD	Parent Education Mediation Fund	Unbundled Legal Services	State	7/1/2013-6/30/2014	\$20,000.00	Contractor	Yes	Competitive	Yes
Southeast TN Legal Services-11th JD and 12th JD	Parent Education Mediation Fund	Unbundled Legal Services	State	7/1/2013-6/30/2014	\$9,220.00	Contractor	Yes	Competitive	Yes
Family Court Services of East TN	Parent Education Mediation Fund	Supervised Visitation, Mediation,	State	7/1/2013-6/30/2014	\$19,700.00	Contractor	Unknown	Competitive	No
Kymari House	Parent Education Mediation Fund	Supervised Visitation	State	7/1/2013-6/30/2014	\$15,000.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberland-12th JD	Parent Education Mediation Fund	Legal Services	State	7/1/2013-6/30/2014	\$3,000.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberland-14th JD	Parent Education Mediation Fund	Legal Services	State	7/1/2013-6/30/2014	\$3,000.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberland-17th JD	Parent Education Mediation Fund	Legal Services	State	7/1/2013-6/30/2014	\$4,300.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberland-31st JD	Parent Education Mediation Fund	Legal Services	State	7/1/2013-6/30/2014	\$1,700.00	Contractor	Unknown	Competitive	No

Note: Minority subrecipients/contractors denoted in color.

Exchange Club Family Center	Parent Education Mediation Fund	Parent Education	State	7/1/2013-6/30/2014	\$20,109.61	Contractor	Unknown	Competitive	No
Mid South Mediation Services	Parent Education Mediation Fund	Mediation, Parent Education	State	7/1/2013-6/30/2014	\$26,415.00	Contractor	Unknown	Competitive	No
Exchange Club Family Center of the Mid-South, Inc.	Parent Education Mediation Fund	Mediation	State	7/1/2013-6/30/2014	\$10,000.00	Contractor	Unknown	Competitive	No
Active Living, LLC	Parent Education Mediation Fund	Parent Education	State	7/1/2013-6/30/2014	\$18,000.00	Contractor	Unknown	Competitive	No
Juvenile Court of Memphis and Shelby County	Parent Education Mediation Fund	Legal Information	State	7/1/2013-6/30/2014	\$12,720.00	Contractor	Yes	Competitive	Yes
VORP/Community Mediation Center, Inc.	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$28,250.00	Contractor	Unknown	Competitive	No
Community Mediation Services	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$5,750.00	Contractor	Yes	Competitive	Yes
Community Reconciliation, Inc.	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$10,750.00	Contractor	Unknown	Competitive	No
Memphis Leadership Foundation-MARRS	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$2,500.00	Contractor	Unknown	Competitive	No
Mid South Mediation Services	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$20,000.00	Contractor	Unknown	Competitive	No
Nashville Conflict Resolution Center	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$20,250.00	Contractor	Yes	Competitive	Yes
Southeast TN Human Resource Agency	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$10,250.00	Contractor	Unknown	Competitive	No
Conflict Resolution Center of West TN	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$7,000.00	Contractor	Unknown	Competitive	No

Note: Minority subrecipients/contractors denoted in color.

The Mediation Center	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$5,750.00	Contractor	Unknown	Competitive	No
Community Mediation Center	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$1,500.00	Contractor	Unknown	Competitive	No
Mediation Services of Putnam County	Victim Offender Reconciliation Program	Victim Offender Mediation	State	7/1/2013-6/30/2014	\$9,500.00	Contractor	Unknown	Competitive	No
Community Legal Center	Access to Visitation	Legal Clinic	Hybrid	10/1/13-9/30/14	\$75,000.00	Contractor	Yes	Competitive	Yes
Juvenile Court of Memphis and Shelby County	Access to Visitation	Legal Information	Hybrid	10/1/13-9/30/14	\$24,000.00	Contractor	Yes	Competitive	Yes
Legal Aid of East TN	Access to Visitation	Legal Clinic	Hybrid	10/1/13-9/30/14	\$67,500.00	Contractor	Yes	Competitive	Yes
Nashville Conflict Resolution Center	Access to Visitation	Mediation	Hybrid	10/1/13-9/30/14	\$81,000.00	Contractor	Yes	Competitive	Yes
Southeast TN Legal Services - 10th JD	Access to Visitation	Legal Information/Legal Clinic	Hybrid	10/1/13-9/30/14	\$26,727.00	Contractor	Yes	Competitive	Yes
Southeast TN Legal Services - 11th JD	Access to Visitation	Legal Information/Legal Clinic	Hybrid	10/1/13-9/30/14	\$37,002.00	Contractor	Yes	Competitive	Yes
Southeast TN Legal Services - 12th JD	Access to Visitation	Legal Information/Legal Clinic	Hybrid	10/1/12-/9/30/13	\$10,000.00	Contractor	Yes	Competitive	Yes
Coparenting Solutions, Inc.	Access to Visitation	Legal Clinic	Hybrid	10/1/13-9/30/14	\$22,500.00	Contractor	Yes	Competitive	Yes
Fayette County General Sessions/Juvenile Court	Access to Visitation	Legal Clinic	Hybrid	10/1/13-9/30/14	\$23,080.00	Contractor	Yes	Competitive	Yes
Quality Time Project	Access to Visitation	Legal Clinic	Hybrid	10/1/12-/9/30/13	\$7,500.00	Contractor	Yes	Competitive	Yes
Natalie Riley, Rule 31 Listed Mediator	Access to Visitation	Mediation	Hybrid	10/1/13-9/30/14	\$7,500.00	Contractor	No	Competitive	Yes
Madison County Juvenile Court Clerk	Access to Visitation	Pro Se Specialist	Hybrid	10/1/13-9/30/14	\$10,000.00	Contractor	Yes	Competitive	Yes
Community Mediation Services	Access to Visitation	Mediation	Hybrid	10/1/13-9/30/14	\$3,000.00	Contractor	Yes	Competitive	Yes

Note: Minority subrecipients/contractors denoted in color.

Jody Harper	Family Centered Services Grant	Parenting Plan Preparation	Federal	2/1/13 - 8/30/13	\$24,000.00	Contractor	No	Competitive	Yes
Center for Policy Research	Family Centered Services Grant	Evaluation of Grant	Federal	7/1/12 - 8/30/13	\$152,500.00	Contractor	No	Non Compet	Yes
Patrick McHale	Board of Judicial Conduct	Assistant Disciplinary Counsel	State	7/1/13-6/30/14	\$85,000.00	Vendor	No	Non Compet	N/A
Timothy DiScenza	Board of Judicial Conduct	Disciplinary Counsel	State	7/1/13- 6/30/14	\$300,000.00	Vendor	No	Non Compet	N/A
James R. Bierbrodt	Board of Judicial Conduct	Investigator	State	7/15/12-6/30/14	\$40,000.00	Vendor	No	Non Compet	N/A
12th District Drug Court Foundation, Inc.	TEAM Recovery Project	Mental illness and/or substance use disorder treatment services	Federal	10/1/11 to 9/30/14	\$1,173,000.00	Subrecipient	No	Non Compet	Yes
Doubletree Hotel	Juvenile Justice Training Program	meeting rooms/sleeping rooms/equipment	Federal	6/3/14-6/6/14	\$4,887.32	Vendor	No	Non Compet	No
Doubletree Hotel	Juvenile Justice Training Program	meeting rooms/sleeping rooms/equipment	Federal	3/19/14-3/21/14	\$9,537.24	Vendor	No	Non Compet	No
Justice for Vets	Veteran Mentor Boot Camp	Justice For Vets (JFV) will provide Mentor Boot Camp	Hybrid	6/23-24/2014	\$22,616.00	Contractor	No	Non Compet	No
Whitney Bates	Peer Advocate	Serves as a peer advocate for specialized foster care review boards and presents training sessions at Court Improvement Program functions	Hybrid	5/1/2014-12/31/2015	\$20,000.00	Contractor	No	Non Competitive	No

Note: Minority subrecipients/contractors denoted in color.

Carlos Clayborne	Peer Advocate	Serves as a peer advocate for specialized foster care review boards and presents training sessions at Court Improvement Program functions	Hybrid	12/1/2013-12/31/2015	\$20,000.00	Contractor	Yes	Non Competitive	Yes
Taahira Davis	Peer Advocate	Serves as a peer advocate for specialized foster care review boards and presents training sessions at Court Improvement Program functions	Hybrid	12/1/2013-12/31/2015	\$20,000.00	Contractor	Yes	Non Competitive	No
Jennipher Ford	Peer Advocate	Serves as a peer advocate for specialized foster care review boards and presents training sessions at Court Improvement Program functions	Hybrid	12/1/2012-12/31/2015	\$25,000.00	Contractor	No	Non Competitive	Yes

Note: Minority subrecipients/contractors denoted in color.

Total Funds:	\$2,883,294.17
Number of Contractors:	62
Total Minority Contractor Funds:	\$677,529
Number of Minority Contractors:	24
Percentage of Funding to Minority Contractors:	23.49%
Percentage of Minority Contractors:	38.71%

New Contractors

Kymari House	PEMF	Supervised Visitation	State	7/1/2013-6/30/2014	\$15,000.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberlands-12th JD	PEMF	Legal Services	State	7/1/2013-6/30/2014	\$3,000.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberlands-14th JD	PEMF	Legal Services	State	7/1/2013-6/30/2014	\$3,000.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberlands-17th JD	PEMF	Legal Services	State	7/1/2013-6/30/2014	\$4,300.00	Contractor	Unknown	Competitive	No
Legal Aid Society of Middle TN and the Cumberlands-31st JD	PEMF	Legal Services	State	7/1/2013-6/30/2014	\$1,700.00	Contractor	Unknown	Competitive	No
Exchange Club Family Center	PEMF	Parent Education	State	7/1/2013-6/30/2014	\$20,109.61	Contractor	Unknown	Competitive	No
Mid South Mediation Services	PEMF	Mediation, Parent Education	State	7/1/2013-6/30/2014	\$26,415.00	Contractor	Unknown	Competitive	No
Exchange Club Family Center of the Mid-South, Inc.	PEMF	Mediation	State	7/1/2013-6/30/2014	\$10,000.00	Contractor	Unknown	Competitive	No
Active Living, LLC	PEMF	Parent Education	State	7/1/2013-6/30/2014	\$18,000.00	Contractor	Unknown	Competitive	No
Justice for Vets	Veteran Mentor Boot Camp	Justice For Vets (JFV) will provide Mentor Boot Camp	Hybrid	6-23,24-2014	\$22,616.00	Contractor	No	Non	No

New Contractors: 10

Excerpts of Contractual Provisions Prohibiting Discrimination:

Title VI Contractual Provisions Prohibiting Discrimination Request for Proposal

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a Contract pursuant to this RFP or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Contractor pursuant to this RFP shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Contract

Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination. The grantee also warrants that it agrees, warrants, and assures that it will comply with all federal and state laws concerning civil rights. Grantee specifically warrants that it will make reasonable modifications as may be necessary under the Americans with Disabilities Act to ensure access or participation to its programs for individuals with qualified disabilities.

Grantee will provide all forms as requested by Administrative Office of the Courts to include but not be limited to, forms for compliance with federal grant requirements and forms for compliance with any audit requirements including but not limited to racial and ethnic data demonstrating the extent to which the members of minority groups are beneficiaries of the services. Grantee will also provide Title VI training to all staff members and to any subrecipients of this grant contract. The Grantee hereby agrees to provide to the Grantor specific information regarding the Title VI training (such as the extent and content of the training, the dates training was provided, and the number of staff attending the training) upon request of the Grantor. The Grantee further agrees to participate in Title VI Training provided by the Grantor.

B. Pre-Award Procedures



Administrative Office of the Courts Title VI Grant Pre-Award Survey

Enter Date of Survey

MM DD YYYY
Enter Date of Survey
Date

Month

Name of Entity:

Name of Entity:

Name of Title VI Coordinator

Name of Title VI Coordinator

Completing this survey in response to: (Name of Grant)

Completing this survey in response to: (Name of Grant)

1. Is your organization minority-owned or run by minority individuals?

- 1. Is your organization minority-owned or run by minority individuals? Yes
- No

If yes, identify the race(s) of the owner or individual(s) running the organization. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

If yes, identify the race(s) of the owner or individual(s) running the organization. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

If no, what are the percentages of the racial composition of the board or advisory group? (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

If no, what are the percentages of the racial composition of the board or advisory group? (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**
Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaska Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

What steps are being taken to obtain minority representation, if in your geographic service area, minorities represent 5% of the population or more?

What steps are being taken to obtain minority representation, if in your geographic service area, minorities represent 5% of the population or more?

2. Nondiscrimination Policies: Does your institution have a written policy stating that services or opportunities will be provided to all persons without regard to race, color, or national origin?

- 2. Nondiscrimination Policies: Does your institution have a written policy stating that services or opportunities will be provided to all persons without regard to race, color, or national origin? Yes
- No

3. Are permanent records kept of all Title VI complaints?

- 3. Are permanent records kept of all Title VI complaints? Yes
- No

4. In the past 12 months, has your entity/institution received any complaints alleging a Title VI violation? If yes, attach a description of the nature of the complaint and its disposition.

- 4. In the past 12 months, has your entity/institution received any complaints alleging a Title VI violation? If yes, attach a description of the nature of the complaint and its disposition. Yes
- No

5. Are Title VI information and non-discrimination notices disseminated to your employees or other beneficiaries of services?

- ☒ 5. Are Title VI information and non-discrimination notices disseminated to your employees or other beneficiaries of services? Yes
- ☐ No

*

If yes, describe how employees and/or beneficiaries are informed (posters displayed, brochures displayed, etc.)

		OK
		Cancel
4	1	

If yes, describe how employees and/or beneficiaries are informed (posters displayed, brochures displayed, etc.)

*

Do the notices contain contact information if someone has a Title VI or discrimination complaint?

- ☒ Do the notices contain contact information if someone has a Title VI or discrimination complaint? Yes
- ☐ No

*

6. Do you have written policies and procedures addressing Title VI?

- ☒ 6. Do you have written policies and procedures addressing Title VI? Yes
- ☐ No

*

7. How do you ensure that minorities are effectively made knowledgeable about your services?

		OK
		Cancel
4	1	

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaska Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

10. Please indicate as of this date, the percentages of the racial composition of your program's staff. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

10. Please indicate as of this date, the percentages of the racial composition of your program's staff. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)** Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaska Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

11. Please indicate, as of this date, the percentages of the racial composition of your program's volunteers. Enter zero if your program does not use volunteers. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

11. Please indicate, as of this date, the percentages of the racial composition of your program's volunteers. Enter zero if your program does not use volunteers. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)** Hispanic or Latino

7. How do you ensure that minorities are effectively made knowledgeable about your services?

8. When did you last conduct Title VI training for your staff?

MM DD YYYY
8. / /
When did you last conduct Title VI training for your staff?
Date
Month

How often do you provide the training/refreshment training to your staff?

How often do you provide the training/refreshment training to your staff?

9. Please indicate, as of this date, the percentages of the racial composition of those that currently receive your program's services. Enter zero if your program does not provide services. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

9. Please indicate, as of this date, the percentages of the racial composition of those that currently receive your program's services. Enter zero if your program does not provide services. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)** Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaska Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

Declaration of Applicant:

I declare that I have completed the data in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

I declare that I have completed the data in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete. Signature (by typing your name here you are certifying your responses):

Date:

Position of Individual Completing Survey:


16 contractors and/or subrecipients completed the Pre-Assessment Survey during the 2013-2014 fiscal year. The grants manager as a part of the grant award process reviews all Pre-Assessment Surveys.

23 contractors/subrecipients completed a "statement of assurances" during the 2013-2014 fiscal year. Contractors/subrecipients that completed a "statement of assurances" is identified on the chart beginning on page 29 of this document.

Subrecipients and contractors are required to sign a "statement of assurances" as well as complete a pre-award survey. Unless the information contained in the returned self-reporting tool is incomplete or not adequate, or we have reason to suspect that the subrecipient/contractor is misrepresenting the information, we do not request field or on-site compliance reviews during the initial stages of the contractual relationship. Should we become aware of any issues a compliance team, including the Title VI Coordinator, will initiate an on-site compliance review.

Title VI Training: Subrecipients and contractors are notified of training standards in the contract and “statement of assurances” documents. The pre-award survey includes questions regarding the date(s) Title VI training was last provided and the frequency in which Title VI training is offered to staff.

C. Post-Award Procedures



Exit this survey

Administrative Office of the Courts

Title VI Post Award Survey

-This survey must be completed annually by each facility or agency subrecipient or contractor obtaining grant assistance from the Administrative Office of the Courts.
 -The survey must be completed at one sitting. If you exit the survey while partially complete all information provided will be deleted. You may review or print the survey prior to completing it so that required information can be assembled.
 -Questions that begin with an asterisk (*) are required.
 -The completed document must be submitted electronically by clicking DONE at the end of the survey.

1. Administrative Information

Administrative Information Date of Survey:

Name of Agency/Facility:

Name of the Agency/Facility Head and Title:

Name of the Agency/Facility Compliance Designee for Title VI:

Name of the Grant(s) Received from the Administrative Office of the Courts:

2. What is the racial composition of your agency employees? **A definition of each race is at the end of the survey.

☐ What is the racial composition of your agency employees? **A definition of each race is at the end of the survey. Hispanic or Latino

☐ White (not Hispanic or Latino)

☐ Black or African American (not Hispanic or Latino)

☐ Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

☐ American Indian or Alaska Native (not Hispanic or Latino)

☐ Two or More Races (not Hispanic or Latino)

☐ TOTAL EMPLOYEES

3. Does your agency/facility have a Governing Board or Advisory Group? (If yes answer questions 4, 5, and 6, if no skip to question 7.) Yes

☒ Does your agency/facility have a Governing Board or Advisory Group? (If yes answer questions 4, 5, and 6, if no skip to question 7.) Yes

☒ No

4. How is the Governing Board or Advisory Group appointed?

☐ How is the Governing Board or Advisory Group appointed? By staff

☐ By general membership

☐ By agency/facility owner

☐ By agency head or facility administrator

☐ Appointed by action of the Supreme Court, State Legislature, County Commission, Municipal Council or other elected body

☐ As required by grantor agency

5. What is the racial composition of the Governing Board or Advisory Group? **A definition of each race is at the end of the survey.

What is the racial composition of the Governing Board or Advisory Group? **A definition of each race is at the end of the survey. Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

American Indian or Alaska Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

TOTAL MEMBERS

6. What steps are taken to obtain minority representation on the Governing Board or Advisory Group? (Answer required if in your geographic service area, minorities represent 5% of the population or more)

What steps are taken to obtain minority representation on the Governing Board or Advisory Group? (Answer required if in your geographic service area, minorities represent 5% of the population or more)

7. Policies and Contracts

	Yes	No
Does your agency/facility have a written policy stating that services will be provided to all persons without regard to race, color, or national origin?	<input checked="" type="radio"/> Policies and Contracts Does your agency/facility have a written policy stating that services will be provided to all persons without regard to race, color, or national origin? Yes	<input checked="" type="radio"/> Does your agency/facility have a written policy stating that services will be provided to all persons without regard to race, color, or national origin? No
Does your agency/facility have a written policy and procedures regarding the provision of Limited English Proficiency for clients who have limited or no English skills?	<input checked="" type="radio"/> Does your agency/facility have a written policy and procedures regarding the provision of Limited English Proficiency for clients who have limited or no English skills? Yes	<input checked="" type="radio"/> Does your agency/facility have a written policy and procedures regarding the provision of Limited English Proficiency for clients who have limited or no English skills? No
Does your agency/facility have written procedures for hearing and reviewing Title VI complaints?	<input checked="" type="radio"/> Does your agency/facility have written procedures for hearing and reviewing Title VI	<input checked="" type="radio"/> Does your agency/facility have written procedures for hearing and reviewing Title VI

	Yes complaints? Yes	No complaints? No
Does your agency/facility subcontract for the provision of direct services to clients/customers?	<input type="radio"/> Does your agency/facility subcontract for the provision of direct services to clients/customers? Yes	<input type="radio"/> Does your agency/facility subcontract for the provision of direct services to clients/customers? No
If yes, do the contracts contain a statement of compliance with Title VI by the subcontractor?	<input type="radio"/> If yes, do the contracts contain a statement of compliance with Title VI by the subcontractor? Yes	<input type="radio"/> If yes, do the contracts contain a statement of compliance with Title VI by the subcontractor? No
Are you familiar with Title IX of the Education Amendments of 1972?	<input type="radio"/> Are you familiar with Title IX of the Education Amendments of 1972? Yes	<input type="radio"/> Are you familiar with Title IX of the Education Amendments of 1972? No

*
8. Has the Agency/Facility Compliance Designee for Title VI received training on the agencies requirements under Title VI?
☐ Has the Agency/Facility Compliance Designee for Title VI received training on the agencies requirements under Title VI? Yes
☐ No

9. Title VI Training
 Title VI Training Total number of staff:
 Provide the actual number and percentage of staff trained in Title VI:
 Describe method used to train staff and the method used to verify and record members of staff completing training:
 List dates Title VI training was offered to staff:

10. Who are the beneficiaries/recipients of the services you provide through the grant funding received from the Administrative Office of the Courts?
☐ Who are the beneficiaries/recipients of the services you provide through the grant funding received from the Administrative Office of the Courts? Other Agencies

☐ Families
☐ Children/teens
☐ Community
☐ Indigent Defendants
☐ Employees
 Other (please specify)

*
11. Minority representation of recipients/beneficiaries of services provided by this grant. What is the racial composition of the recipients/beneficiaries served by this grant? **A definition of each race is at the end of the survey.
 Minority representation of recipients/beneficiaries of services provided by this grant. What is the racial composition of the recipients/beneficiaries served by this grant? **A definition of each race is at the end of the survey. Hispanic or Latino ☐
 White (not Hispanic or Latino) ☐
 Black or African American (not Hispanic or Latino) ☐
 Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) ☐
 Asian (Not Hispanic or Latino) ☐
 American Indian or Alaska Native (not Hispanic or Latino) ☐
 Two or More Races (not Hispanic or Latino) ☐
 TOTAL NUMBER OF RECIPIENTS/BENEFICIARIES
 12. List the services you provide with the grant funding received from the Administrative Office of the Courts?

 List the services you provide with the grant funding received from the Administrative Office of the Courts?

*
13. DECLARATION OF RESPONDENT: I declare that I have reviewed and approved the information provided in this survey and to the best of my knowledge believe it to be accurate and truthful.
 DECLARATION OF RESPONDENT: I declare that I have reviewed and approved the information provided in this survey and to the best of my knowledge believe it to be accurate and truthful. Signature (by typing your name here you are certifying your responses):

Date:
 Position of Individual Completing Survey:
 ** Definitions of Race & Ethnicity Categories

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:

-Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

-White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

-Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

-Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

-Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

-American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

-Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

100%
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Compliance Reporting

14 surveys were completed and returned. Every returned survey was reviewed for compliance by the assigned grants manager.

In this reporting year every subrecipient and contractor was sent a post-award survey, which provided questions about the total number of staff trained in Title VI, the dates training was offered, a copy of the agenda and the method used to deliver the training. Survey and activity reports submitted by subrecipients/contractors are used to determine if an on-site review is needed. Each grant manager is responsible for assuring compliance utilizing these tools as well as other oral and written communications with subrecipients/contractors. During the 2013-2014 fiscal year there were no indicators that an on-site review was necessary.

Title VI Training

For the fiscal year 2013-2014 all subrecipients were required to complete the AOC Title VI Power Point Training and provide verification through the completion of an on-line post-test.

The training requirement for 2013-2014 was very successful as is evidenced by the number of subrecipients who completed the training and the number of correct answer by each participant on the post-test. In the current fiscal year the training requirement will remain the same as the previous year.

D. Public Notice and Outreach

The Court System website a page is dedicated to public notice and outreach for Title VI and Title IX. To access this page, go to: <http://www.tncourts.gov/administration/human-resources/title-vi-title-ix>. The 2014 Title VI Implementation Plan will be placed on the Court System website after the final review by the THRC.

When opportunities exist for application for federal funding the front page of the Court System website includes a section that lists this information. Most of the grant dollars received by the AOC are used for programs and services that are made available to local courts and state and local government agencies. Web postings and email are used for notice and outreach.

Complaint forms are accessible on the Court System website. Nondiscrimination policy and the procedures for filing a complaint fact sheets and posters are distributed to judicial personnel and to programs servicing the court system with instructions to display in a prominent location.

Acknowledgement: The Administrative Office of the Courts hereby agrees to monitor all subrecipients and/or contractors concerning the dissemination of information about the following to the public:

- (i) Nondiscrimination policy;
- (ii) Programs and services;
- (iii) Complaint procedures; and,
- (iv) Minority participation on planning boards and advisory bodies.

E. Procedures for Noncompliance

First, our goal is to work with subrecipients on any compliance issues so that they voluntarily comply with any deficiencies relative to Title VI.

Any subrecipient or contractor found to be in noncompliance with Title VI shall be receive written notice from the Director of the Administrative Office of the Courts. Subrecipients/contractors are requested to respond to the written notice within 30 days identifying a plan of action to eliminate the source of noncompliance. The Title VI Coordinator and the appropriate grant manager will review the action plan and determine if it is sufficient to eliminate the area of noncompliance. The grant manager will monitor the implementation of the action plan to assure that the area of noncompliance is resolved within the agreed upon timeframe. Should the subrecipient/contractor not respond to the notice from the Director of the Administrative Office of the Courts, the subrecipient/contractor will be contacted by phone in an effort to gain attention to the issue. If all efforts fail to produce the required results and the area of non-compliance is significant enough to warrant, involved parties will recommend to the Director other actions up to and including removal of funding to the subrecipient. Ultimately these decisions rest with the Director.

To our knowledge, none of the agency subrecipients/contractors are in noncompliance with Title VI by another state or federal agency.

10. Compliance/Noncompliance Reporting

The AOC furnishes or shares Title VI compliance reports with the TN Commission on Children and Youth, Department of Finance and Administration, the Department of Children Services, Governors Highway Safety Council, and the Department of Transportation.

Federal reporting requirements: The AOC is responsible for citing the following applicable Code of Federal Regulations (CFR) citation and/or federal departmental circular that governs each program, activity or federal funds.

Federal Agency	Code of Federal Regulations Citation
Department of Health and Human Services	SSA 438 (42 U.S.C 629)
Department of Health and Human Services	SSA 438 (42 U.S.C 629)
Juvenile Accountability Block Grants	28CFR31-31.5
Department of Justice	16.738
National Highway Safety, Transportation Administration	20.610
Department of Justice	16.554

There were no Title VI or discrimination related audits and/or findings within the agency during this reporting period.

11. Title VI Training Plan

The AOC developed on-line Power Point training for Title VI. The agenda contains an overview of Title VI of the Civil Rights Act of 1964, information about protected classes, and key definitions; examples of discriminatory practices relative to the grants awarded to the AOC, policies and procedures including the non-discrimination policy; complaint procedures and Limited English Proficiency (LEP), an overview of the issue facing the court system regarding court interpreters; public notice and outreach; and reporting obligations.

Also included in the training package are a “Quick Facts” document and a post-test powered by Survey Monkey. The post-test allows participant answers to be saved and it also requires the name of each person for verification purposes. We are pleased with the responses we have received from employees and subrecipients who have completed the training package.

In addition to the on-line Power Point, staff also receives updates and reminders by email concerning LEP procedures and other Title VI matters.

Out of 99 staff 74 or 74.75% completed Title VI training.

Out of 28 federally funded subrecipients/contractors 21 or 75% completed Title VI training.

Title VI Training for the 2014-2015 year will be handled through the on-line Power Point training and associated on-line post-test. Using technology as the training vehicle allows employees and subrecipients to access the training at a convenient time and has increased the number of individuals trained. Staff will also participate in small group workshops designed to focus on the people skills and awareness portions of Title VI, the Civil Rights Act of 1964 and other pertinent federal and state laws during the fall of 2014. The workshop is currently under development.

Title VI Power Point Training:

 <p>Tennessee Administrative Office of the Courts</p> <p>Compliance with Title VI of the Civil Rights Act of 1964</p>	<p>Purpose of Training</p> <ul style="list-style-type: none"> To ensure all AOC management, staff, subrecipients, contractors, and service beneficiaries are aware of the provisions of Title VI of the Civil Rights Act of 1964 and the minimum requirements to be in compliance with its rules, laws, and regulations. Title VI regulations require agencies to provide civil rights training for staff and assign sufficient personnel to ensure effective enforcement. Periodic training should be designed to develop awareness and sensitivity in carrying out federally funded programs. 	<p>What is Title VI?</p> <p><i>Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) -</i></p> <p>No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.</p>	<p>Title VI Program Compliance</p> <p><i>Purpose:</i> To verify that all federal fund recipient state agency entities comply with Title VI of the Civil Rights Act of 1964.</p> <ul style="list-style-type: none"> TCA §4-21-203 requires the Tennessee Human Rights Commission to review Title VI monitoring and enforcement procedures, and Periodically audit, review, evaluate and report on Title VI compliance efforts and outcomes for each executive branch department and agency. Recipients are required to audit, review, evaluate and report on Title VI compliance efforts and outcomes of all its subrecipients and beneficiaries of federal funds.
<p>Definitions</p> <ul style="list-style-type: none"> Federal Financial Assistance (FFA) – Award or grant money; loans below fair market value or subsidies; any federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance; others. Recipient – Primary recipients include state entities required or authorized to extend FFA to another recipient or subrecipient for the purpose of carrying out a program. 	<p>Definitions (cont.)</p> <ul style="list-style-type: none"> Subrecipient – any entity or individual that receives FFA from a primary recipient to carry out a program. Sometimes assistance is distributed to an ultimate beneficiary. Contractor – any entity or individual who provides any function or service that requires the performance or delivery of assistance to beneficiaries under the terms of a contract with a state entity. 	<p>To Comply with Title VI</p> <p>Subrecipients/Contractors must</p> <ul style="list-style-type: none"> Appoint a Title VI Coordinator; Complete Title VI Training Provided by the AOC; Provide Title VI Training for all employees (May utilize the AOC Title VI Training); Develop a Title VI Policy Statement and post in visible areas; 	<p>To Comply with Title VI (cont.)</p> <ul style="list-style-type: none"> Acquire signed Title VI assurances; Monitor ethnicity of subrecipients (subcontractors) and beneficiaries of FFA; and Include Title VI Assurances in all contracts.
<p>Discriminatory Practices Under Title VI</p> <ul style="list-style-type: none"> Denying an individual any program services, financial aid, or benefits; Providing a different service, aid, or benefit, or providing them in a manner different than they are provided to others; or Segregating or treating individuals separately in any matter related to receiving any program service, aid, or benefit. 	<p>Disparate Treatment vs. Disparate Impact</p> <ul style="list-style-type: none"> Disparate treatment means discrimination against an individual. Disparate impact means discrimination that occurs as a result of a neutral policy which appears harmless on the surface, but negatively affects a group of people. 	<p>Retaliation</p> <p>Retaliation occurs when a recipient or another person intimidates, threatens, coerces, or discriminates against any individual for the purpose of interfering with any right or privilege secured by Title VI, or because a person made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under Title VI.</p> <p><i>THRC Rule 1500-01-03-.06(3)(c) & 28 CFR 42.107</i></p>	<p>Develop a Public Participation Plan</p> <p>Engage the Public with the opportunity to make them aware of projects or services and to provide input in the decision-making process through:</p> <ul style="list-style-type: none"> Public Meetings/Hearings in centralized locations; Advertisement with Local Media Resources and Minority Newspapers; Direct Mailings; Public Service Announcements; Website, and Radio and Television.

Minority Representation on Planning Boards & Commissions

The inclusion of minorities on planning boards and commissions is critical in establishing an equal access planning system. Subrecipients cannot "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program."

Have a Written Title VI Complaint Process and Complaint Log

To Include:

- How to file a complaint;
- Instructions that the complaint must be filed within 180 days of the alleged occurrence or when the alleged discrimination became known to the complainant;
- Procedure stating that the complaint must be in writing and signed by the person making the complaint;
- Process for determining the jurisdiction, acceptability, and the need for additional information upon receipt in order to investigate the merit;
- Instructions that complaints filed against the subrecipient should be forwarded to the AOC Title VI Coordinator for investigation;
- Commitment to take final action within 90 days; and
- Provide appeal instructions.

Executive Order 13166

Limited English Proficiency (LEP)

EO 13166 requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.

Have a Limited English Proficiency (LEP) Plan

Who are LEP Persons?

Persons who do not speak English as their primary language, and who have a limited ability to read, speak, write or understand English.

Take Reasonable Steps to Ensure Meaningful Access to Programs and Activities of LEP Persons by Determining:

1. Number or proportion of LEP persons;
2. Frequency of contact with the program or activity;
3. Nature and importance of the program; and
4. Resources available.

Evaluate Current Practices

- Identify actions already being taken and existing tools that can be used to provide meaningful access;
- Inventory existing materials that have been translated into other languages;
- Develop staff awareness, and
- Prepare a response Plan.



Non-Compliance

Failure or refusal to comply with Title VI of the Civil Rights Act of 1964, other applicable Civil Rights Laws, and implementing departmental regulations.

Sanctions for Non-Compliance

- Withholding of payments to the recipient under the contract until the recipient complies, and/or
- Cancellation, termination or suspension of the contract, in whole or in part

AOC Title VI Contact Information

If you have questions or need additional information regarding Title VI compliance, please contact:

Cindy Saladin
AOC Title VI Coordinator
cindy.saladin@trcourts.gov



CONGRATULATIONS YOU HAVE JUST COMPLETED TITLE VI TRAINING!

To receive credit for fulfilling the Title VI Training requirement it is necessary to complete the "TITLE VI COMPLIANCE TRAINING SURVEY" at the link below:


<http://www.servicemonkey.com/s/587D149V>

To assist you in completing the "Title VI Compliance Training a "Quick Facts" document is provided below:

http://trcourts.gov/sites/default/files/docs/quick_facts_for_subrecipients_training.pdf

Administration Office of the Courts

Title VI Training Post-test:



Exit this survey

Administrative Office of the Courts

Title VI Training Quiz

Administrative Office of the Courts

Title VI Program Training

Note: Please complete the PowerPoint Training and review the Quick Facts document before completing this quiz. It is very important that you answer all questions.

Please enter the following information:

Name:

Name:

Job Title:

Job Title:

Agency Name:

Agency Name:

Email Address:

Email Address:

Office Phone Number:

Office Phone Number:

Who is your AOC Grants Manager?
NOTE: If AOC employee, type "AOC employee".

Who is your AOC Grants Manager? NOTE: If AOC employee, type "AOC employee".

Title VI of the Civil Rights Act of 1964, states that no person in the United States shall be excluded from participation in any programs, be denied the benefits of, or be subjected to discrimination based on what?

- Title VI of the Civil Rights Act of 1964, states that no person in the United States shall be excluded from participation in any programs, be denied the benefits of, or be subjected to discrimination based on what? a. Religion
- b. Disability
- c. Age
- d. Race, Color or National Origin

How should an AOC grant subrecipient disseminate Title VI information to the public?

- How should an AOC grant subrecipient disseminate Title VI information to the public?

public? a. Website and Poster

- b. Radio
- c. Minority Community Newspaper, Radio and Television
- d. All of the Above

Who is a Limited English Proficient Person?

- Who is a Limited English Proficient Person? a. A person who does not speak English as their primary language and has the limited ability to speak, write or understand English
- b. A person from the United States that cannot read
- c. A person who does not speak English at all
- d. Answers A and C

What is Non-Compliance?

- What is Non-Compliance? a. Assuring Title VI Compliance is met
- b. Failure or refusal to comply with Title VI of the Civil rights Act of 1964
- c. Putting Title VI Nondiscrimination language in contracts
- d. None of the Above

How does an entity evaluate its current Limited English Proficiency Practices?

- How does an entity evaluate its current Limited English Proficiency Practices? a. Identify actions already being taken and existing tools that can be used to provide meaningful access
- b. Inventory existing materials that have been translated into other languages
- c. Staff awareness and response plan
- d. All of the Above

Subrecipients are required to have a Title VI Coordinator.

- Subrecipients are required to have a Title VI Coordinator. True
- False

Subrecipients are required to provide Title VI training to all new employees and periodic training to current employees.

- Subrecipients are required to provide Title VI training to all new employees and periodic training to current employees. True
- False

Subrecipients must have a mechanism for advising service recipients of their rights under Title VI of the Civil Rights Act of 1964 and how to file a discrimination complaint.

- Subrecipients must have a mechanism for advising service recipients of their rights under Title VI of the Civil Rights Act of 1964 and how to file a discrimination complaint. True
- False

Title VI complaint procedures are required for subrecipients only if they have had a complaint.

- Title VI complaint procedures are required for subrecipients only if they have had a complaint. True
- False

The inclusion of minorities on boards is critical in establishing an equal access oversight system.

- The inclusion of minorities on boards is critical in establishing an equal access oversight system. True
- False

Declaration

Please double check that all 10 questions have been answered before the declaration and submission of this training quiz.

I declare that this training/test was completed by:

- I declare that this training/test was completed by: The Project Director of the entity receiving federal financial assistance from the AOC,
- An employee of the Project Director of the entity receiving federal financial assistance from the AOC, or
- An employee of the AOC.

Type name for the declaration:

Type name for the declaration:

Date of Declaration:

MM DD YYYY
□ / □ / □
Date of Declaration: Day Year
Date of Declaration: Month

ATTENTION:

- If you are an AOC employee, click done and you have completed the survey.
- If you are a project director make a copy of this document before clicking done. The copy must be placed in the grant file.
- If you are an employee of a project director please give the copy to the project director for placement in the grant file.

THANK YOU!!!

Done

Powered by [SurveyMonkey](#)
Check out our [private surveys](#) and create your own now!

12. Public Notice and Outreach

The AOC is making an effort to increase utilization of minority media particularly in the area of court interpreters by collaborating with various community organizations including Catholic charities, Tennessee Foreign Language Institute, university foreign language departments, and the Tennessee Association of Professional Interpreters and Translators (TAPIT). A priority for the newly appointed court interpreter program coordinator is to increase the numbers of certified court interpreters in all languages and to seek outlets for minority public notice and outreach. Input is sought constantly using various media sources and methods.

The Title VI Implementation Plan for AOC is posted on the Court System website (<http://www.tncourts.gov/administration/human-resources/title-vi-title-ix>). Complaint forms are accessible as downloads on the webpage. Fact sheets and posters are distributed to judicial personnel and to programs servicing the court system with instructions to display in a prominent location. These efforts provide information for staff, beneficiaries and potential beneficiaries of the court's nondiscrimination policy and the procedures for filing a complaint.

The Administrative Office of the Courts has three advisory boards or bodies.

The Access to Justice Commission is composed of ten members and was created by Supreme Court Rule 50. Membership is determined by members of the Court every three years. The Access to Justice Commission has **20% minority membership including 8 or 80% White members, 1 or 10% Black or African American members and 1 or 10% Hispanic or Latino member**. While the Commission has **10 members**, many ad hoc subcommittees are formed on a voluntary basis.

The Court Improvement Program (CIP) Workgroup is a multidisciplinary board. The CIP Workgroup assists the court system in improving the safety, permanency and well-being of children and families in the child welfare system. The workgroup is composed of **29 members** appointed by the Supreme Court because of recommendations by the CIP Manager. Recommendations are based on the appointees' work with the child welfare system. The membership consist of **3 or 11.5% African American or Black members and 26 or 89.5% White members**. Members serve for a one year period and may be asked to serve multiple years. Membership is not posted for review.

The Integrated Criminal Justice Steering Committee was created by TCA 16-3-818 and is administratively attached to the AOC. The purpose of the committee is to provide the governmental and technical information systems infrastructure necessary for accomplishing state and local government public safety and justice functions in the most effective manner, by appropriately and efficiently sharing criminal justice and juvenile justice information among law enforcement agencies, judicial agencies, correctional agencies, executive agencies and political subdivisions of the state. The committee membership is set by statute. Currently the membership consists of **23 members of whom 21 or 91.3% are White and 2 or 8.7% are African American or Black**.

Members of committees serving the judiciary are located on the court system website at www.tncourts.gov.

The types of federal grants utilized by the AOC require varied methods of notice and outreach. In general grants awarded to AOC do not provide direct services to clients and notification is made to state and local government agencies regarding the availability of opportunities for contracts and grant funds. Other federal funding is determined through an award process. Notification of available funding is posted on our website along with the application, award process procedures and required time frames.

13. Evaluation Procedures

The AOC seeks in large part federal funding that assists in furthering the needs of the court system. In many cases, the programs or activities do not actually equate to beneficiaries other than those who participate in training funded through a federal program or who may visit a courtroom outfitted with new audiovisual equipment.

Program managers are very proactive in reaching out to contractors and subrecipients during the course of year for reporting purposes as well as, providing technical assistance and monitoring.

As noted in section 12 committees all able to provide another level of oversight to programs and activities provided through grant funding.

During the 2014-2015 fiscal year:

The AOC will continue to identify and utilize new sources for minority outreach particularly in the area of court interpreters. The AOC added a full time staff member to outreach and assist in certifying LEP individuals as court interpreters. Our goal is to increase outreach and certification efforts by 25% during the next reporting period.

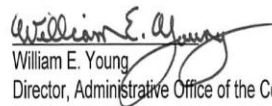
The AOC has not participated in post-award on-site reviews. During the next reporting period, we will conduct on-site reviews of one subrecipient/contractor from the Access to Visitation grant and one subrecipient/contractor from the Court Improvement Program Basic Grant.

The Title VI Coordinator will meet quarterly with grant managers to assess monitoring efforts and adjust monitoring methods as needed.

14. Responsible Officials

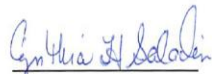
The Administrative Office of the Courts hereby agrees that we will comply with Title VI of the Civil Rights Act of 1964, TCA 4-21-203 and any directives and regulations issued pursuant to that act.

Responsible State Official:


William E. Young
Director, Administrative Office of the Courts

9/30/14
Date

Civil Rights Coordinator:


Cynthia H. Saladin
Human Resources Manager

9.30.14
Date

